

Information Services and Patron Assistance Librarian

General Statement of Duties:

Provides general reference assistance and takes primary responsibility for the Library's electronic resources.

Supervision Received:

General supervision received from the Library Director.

Essential Responsibilities:

Provides exemplary customer service in the provision of general reference and patron assistance and troubleshoots basic and advanced technology issues for various electronic devices including tablets and e-readers.

Provides patrons with assistance in searching online reference resources provided by the Weston Library and the State Library (e.g. iCONN).

Provides one-on-one and small group software and technology training and maintains currency with new technology and devices. Informs and instructs staff as appropriate of current trends.

Manages Library's growing collection of electronic resources including monitoring usage and other statistics, recommending cancellations or subscriptions, adding additional content, and marketing electronic resources to the community. Provides reports on usage as requested and as required for State reporting.

Monitors, updates, and develops the Library's social media and web presence including posting on social media sites in accordance with the Library's Social Media Policy. Marketing of Library programs on various web sites and community calendars.

Updates associated print and online calendars for room reservations. Assesses A/V needs of outside groups and provides training as appropriate. Oversees maintenance on Library A/V equipment.

Other Required Responsibilities:

- Assist other staff members with projects as time permits
- Ability to work nights and weekends as assigned
- Assist the Library Director with special projects and initiatives
- Take initiative in pursuing new projects and services of benefit to the community

Qualifications and Skills:

- Knowledge of the principles of library science
- Knowledge of computer hardware and software including new and emerging technologies
- Ability in written and oral expression
- Excellent interpersonal skills
- Ability to train staff and public in use of technology
- Ability to maintain collegial relations with other staff and patrons

Experience and Training:

Previous public library experience and/or one year of related experience. Knowledge of emerging trends in libraries. Excellent customer service and interpersonal skills. Knowledge and experience with Evergreen ILS preferable.

Working Conditions:

Part Time: 12 hours weekly. Salary: \$19.50 hourly (non-benefited). Some flexibility required to cover scheduled programming, not to exceed 12 hrs/week.

The list of essential job functions, qualifications and skills is not exhaustive and may be supplemented at any time.